



MONTANA WING HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
PO Box 1887
Great Falls, MT 59404-1887

1 October 2005

MEMORANDUM FOR – SEE DISTRIBUTION

FROM: MT WG/CC

SUBJECT: Montana Wing Policy Letter #1 – Commitment of Wing Funds/Contracts for Services or Facilities

1. References:
 - a. CAP Regulation 87-1.
 - b. CAP Regulation 173-2, paragraphs 2b and 5f,h.
2. Units and Wing Staff will comply with the requirements in CAPR 87-1 regarding acquisition and use of facilities for Civil Air Patrol. The Wing Finance Officer and Wing Legal Officer must review all contracts prior to finalization and signing of the appropriate documents.
3. Wing staff and unit individuals appointed as project officers for wing sponsored events or activities will not sign engagement agreements, contracts or similar documents which commit the wing to any financial obligation until the Wing Commander has approved these documents. Draft agreements must be submitted to the Wing Finance Officer and Wing Legal Officer, Montana Wing Headquarters, for review prior to sending the agreements/contracts to the Wing Commander.
4. Project Officers assigned to wing sponsored events will submit a proposed budget or requests for additional funds to the Wing Finance Committee, Montana Wing Headquarters, for approval prior to committing funds. The Project Officer will use the funds as approved by the finance committee.
5. Failure to obtain prior review and approval of contracts/agreements or budget proposals for wing sponsored events may result in the Project Officer being personally liable for the terms of the contracts/agreements or debts incurred.

Jan E. Van Hoven, Col, CAP
Commander, MTWG

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